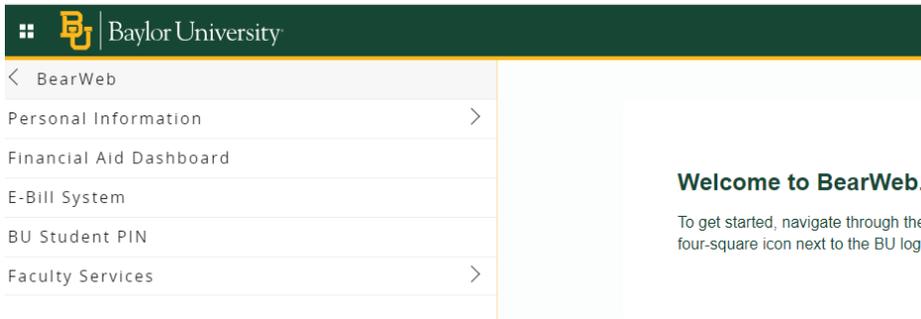


Faculty Grade Entry Quick Guide

Grades may be entered in two ways: through standard individual grade entry or through batch grade entry. Both methods are discussed below.

Standard Individual Grade Entry:

1. After grading has been opened for the term, log into BearWeb and click on the Faculty Services button:



2. Click on Final Grades:



3. Read the instructions and click on the Final Grades link in green:

Final Grades

Please read the following instructions before proceeding to the Final Grades page:

- Please only submit final grades here, as grades inputted here will be rolled to the student.
- Please note that a date of last attendance/engagement with the course will be required for final grades.
- If a student never attended/engaged with a course, please enter FNA, FANA, or NCNA, depending on the course.
- For additional assistance and frequently asked questions, please see our [Grading Resources](#).

Use this link to proceed with grading: [Final Grades](#)

4. On the Faculty Grade Entry page, you will see a list of classes for which you are listed as an instructor of record and have students registered:

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	1 RLS - Recreation & Leisure Services	1396	01	Intro to Leisure Service	202330 - Fall 2023	13465
In Progress	Not Started	2 ACC - Accounting	2301	51	Survey of Accounting	202320 - Summer 2023	27625

Records Found: 2

5. The list of classes may include multiple terms, so to find the current term, click on the arrow to the far right to move the current term to the top of the list. The search box may also be used to enter CRN or term (202310, etc.):

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	MIS - Management Info Systems	3305	06	Management Information Systems	202330 - Fall 2023	20100
Completed	Completed	STL - Strategic Learning	1103	N12	College Success: Freshmen	202030 - Fall 2020	43160
Not Started	Not Started	MIS - Management Info Systems	3305	13	Management Information Systems	202410 - Spring 2024	47557

Records Found: 3

6. Locate the class for which you want to enter grades, and click on the class to list the students:

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term
In Progress	Not Started	ACC - Accounting	2301	51	Survey of Accounting	202320 - Summer 2023
Not Started	Not Started	RLS - Recreation & Leisure Services	1396	01	Intro to Leisure Service	202330 - Fall 2023

Records Found: 2

7. When you are ready to enter grades, use the grade pull-down boxes to select a grade:

Enter Grades

Full Name	ID	Midterm Grade	Final Grade
Liz Blanchard	892595443		A
Gabriel Craig	892553286		

8. Students who have officially withdrawn from the course will display as not gradable.

9. Incomplete grades or F grades where the student stopped attending (FSA, FASA, NCSA) require a last attended date before they can be saved:

Final Grade	Rolled	Last Attend Date
A		
FSA		06/22/2023

10. If the student failed and never attended, assign a grade of FNA, FANA, or FCNA. No date will be entered:

Final Grade	Rolled	Last Attend Date
A		
FSA		06/22/2023
FNA		

11. The grade FE, FAE, or NCE will be entered if the student earned the F grade while attending and did NOT stop attending. Once again, no date will be entered:

Final Grade	Rolled	Last Attend Date
A		
FSA		06/22/2023
FNA		
FE		

12. After you have entered all student grades, click the Save button in the bottom right corner:

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Liz Blanchard	892595443		A		
Gabriel Craig	892553286		FSA		06/22/2023
Maddie Cresswell	892585728		FNA		
Cassidy Grasela	892535739		FE		
Julianne Lewis	892601351		B		

Records Found: 5

Page 1 of 1

Save

13. Your grades have been submitted.

14. For more information about failing grades or for more information about how to navigate the grading portal, please see the information located on the Grading Resources (Faculty/Staff) webpage at this link: <https://registrar.web.baylor.edu/exams-grading/grading-resources-facultystaff>

Batch Grade Entry

1. Instead of entering grades individually, if you'd like to import grades with a spreadsheet, click on the Tools icon in the top right corner of the page and select Export Template:

Baylor University

Grade Entry • Final Grades

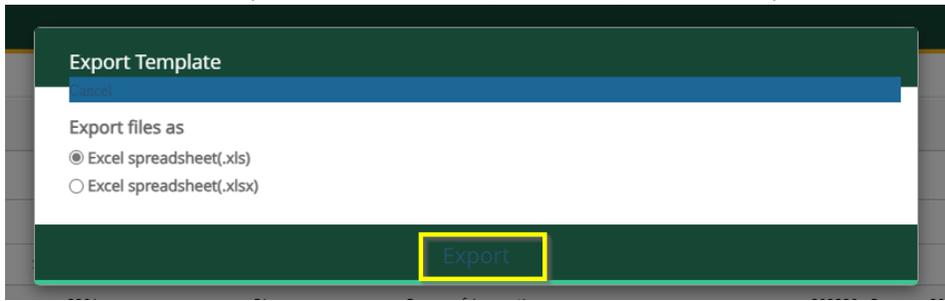
Grade Entry

Final Grades

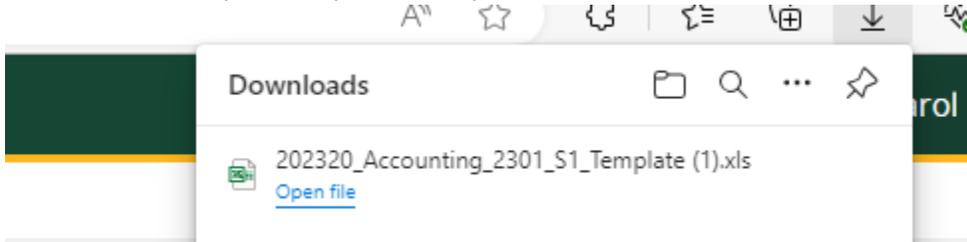
Tools

- Language Setting
- About
- Keyboard shortcuts
- Export Template
- Import

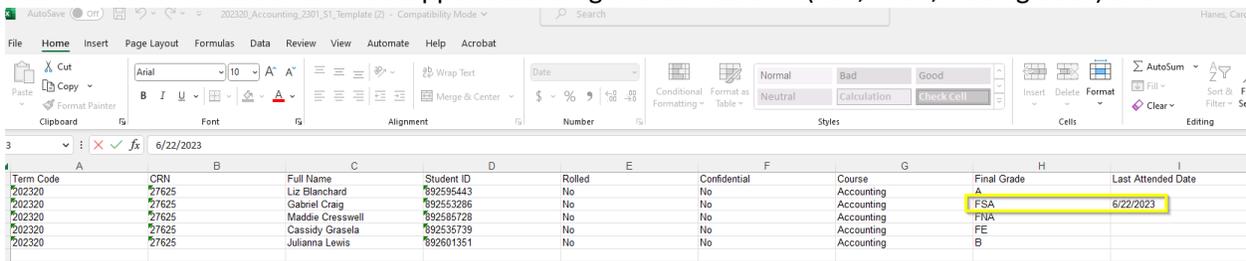
2. Choose an Excel Spreadsheet version (.xls or .xlsx) and click Export:



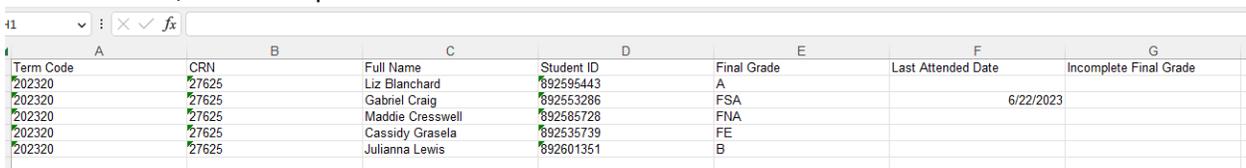
3. Save the file to your computer and open it:



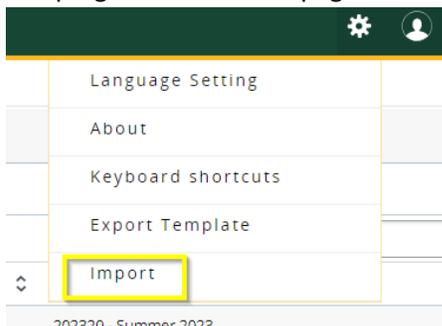
4. Once the file is open, enable editing, enter grades, and save the file. Make sure to enter a date of last attendance for all students who stopped attending and earned an F (FSA, FASA, NCSA grades) or an I:



5. Seven columns are required in the spreadsheet: Term Code, CRN, Student ID, Final Grade, Last Attended Date, and Incomplete Final Grade:



6. Once your Excel file has been completed and saved to your computer, in BearWeb, click the Tool icon: in the top right corner of the page and click Import:



7. Follow the instructions in the Import wizard, clicking Continue at each step to advance until your grades have been

uploaded and saved:

Import Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Select a File for Import

You may import a file with faculty grade entry data.

Browse Upload

Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)

Continue

8. For more information about failing grades or for more information about how to navigate the grading portal, please see the information located on the Grading Resources (Faculty/Staff) webpage at this link: <https://registrar.web.baylor.edu/exams-grading/grading-resources-facultystaff>